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**CALIFORNIA
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April 11, 2002

To: County Superintendents of Schools, County Auditors,
and County Treasurers

From: Janet Sterling, Director
School Fiscal Services Division

Subject: Notice of the First Apportionment for the Instructional Time and Staff Development Reform Program, Fiscal Year 2001-02

This apportionment, in the amount of \$148,140,775, is made from funds provided by Item 6110-112-0001 of the 2001 Budget Act (Chapter 106, Statutes of 2001). This apportionment supports the Instructional Time and Staff Development Reform program pursuant to *Education Code* sections 44579 through 44579.4.

The intent of this program is to enhance staff development opportunities and to increase the number of school days in a school year by providing funding to local educational agencies (LEAs) to conduct staff development activities on days that are in addition to a 180 day instructional school year. Training is in academic content and instructional methods in the core curricular areas that are provided by the LEA. Funding is calculated at \$293.41 per certificated employee attending staff development training on a noninstructional day for up to three days per certificated employee. LEAs may also receive \$152.14 per classified classroom instructional aide and certificated teaching assistant for one day per employee.

The California Department of Education (CDE) plans to apportion funds for this program in two installments. This first apportionment disburses an amount equal to 75 percent of the 2000-01 entitlement per *Education Code* 44579.2(a), less any funds an LEA may have received from the State in excess of that amount (overpayments by the State would have occurred if apportionments based on estimates exceeded the June 30, 2001 Final Statement of Activities amount). The second apportionment will be based on the June 30, 2002 Final Statement of Activities for the year, less funds previously apportioned. This final apportionment will be made once all statements are received. Because a significant number of LEAs have already submitted a 2001-02 Final Statement of Activities, however, CDE will apportion the final payment for such LEAs in June 2002.

All eligible charter schools may apply for the Instructional Time and Staff Development Reform program funds on their own behalf. Funding for direct funded charter schools is identified in this apportionment separate from the authorizing LEA's allocation. Funding for locally funded charter schools, however, is identified as a subset of the authorizing LEA's allocation. A charter

County Superintendents of School, County Auditors, and County Treasurers

April 11, 2002

Page 2

school that did not apply on its own behalf should check with its authorizing LEA to see if the LEA's application included the charter school employees.

Warrants will be mailed to each county treasurer approximately four weeks after the date of this Notice. For standardized account code structure (SACS) coding, use Resource Code 0000, Staff Development Day Buyout Program, and Revenue Object Code 8590, All Other State Revenue. For non-SACS coding, use Income Account Code 8590, All Other State Revenue. County superintendents of schools are requested to inform LEAs, including direct-funded charter schools, immediately of this apportionment.

If you have any questions regarding this apportionment, please contact Ross Valentine at (916) 327-4405 or by e-mail (rvalenti@cde.ca.gov), or Carol Presnell at (916) 323-6191 or by e-mail (cpresnel@cde.ca.gov). For program issues, please contact Susan Langloss at (916) 323-6106 or by e-mail (slanglos@cde.ca.gov).

Enclosure

JS:cp